

**DELAWARE DEPARTMENT OF JUSTICE
JOB OPENING**

Opening Date: June 1, 2022

Closing Date: June 10, 2022

PARALEGAL (Legal Assistant)
Criminal Division, Child Predator Unit
Kent County

Job Responsibilities and Duties

This Paralegal (Legal Assistant) provides general paralegal support to the Deputy Attorney General within the Child Predator Unit which is a Task Force comprised of a Deputy Attorney General, Special Investigators and Delaware State Police Detectives in Kent County. The Legal Assistant works closely with the Deputy Attorney General and the Special Investigators and Detectives in providing investigative and administrative support from the inception of Task Force cases through the prosecution stage. In addition to general paralegal duties, this Legal Assistant will be of service to prepping cases for trial and:

- Drafting and serving a large volume of subpoenas and non-disclosure orders to assist in the investigation of Task Force cases.
- Conducting basic background investigations to assist Special Investigators in the furtherance of Task Force cases.
- Participating, when needed, in matters of urgent investigations on a rotating basis.
- Conducting the intake of cases from chief investigating officers, file creation, basic case management.
- Drafting discovery, indictments, and other miscellaneous documents for attorney review.
- Coordinating public awareness events and help disseminate public awareness information.
- Playing a part in the budget planning and statistic tracking for management of federal grant funding.
- Managing a statewide caseload which requires coordination with officers throughout the state and ensuring timely indictments of Task Force defendants in accordance with grand jury deadlines for each county.

Job Requirements:

Applicant must demonstrate strong organizational and computer skills and be able to work accurately and independently within strict time frames with a minimum of direct guidance and supervision.

This position is part of a career ladder series that incorporates Legal Assistant levels I, II and III. Applicants must have education, training and/or experience demonstrating competence in each of the following areas:

1. Three years of employment with the Department of Justice in a similar capacity.

OR

1. Possession of an Associate's degree or certificate in Paralegal Studies from an ABA or Department approved program.

OR

1. A Bachelor's degree in Criminal Justice or a related field.

OR

1. Three years' experience in preparing and maintaining legal documents and case files.

2. Three years' experience in legal research such as researching statutes, regulations, case law and background information.

3. Three years' experience in interpreting laws, rules, regulations, standards, policies, and procedures.

4. Two years' experience in drafting legal documents and such as legal briefs or memoranda of law including presenting facts, setting out and analyzing legal issues and applying legal precedents.

5. Two years' experience in interviewing using structured or unstructured interview techniques to obtain facts, explore issues and identify courses of action.

Internal Delaware Department of Justice Applicants: Please submit an updated Resume or Summary of work experience to the Director of Human Resources.

External Applicants: In order to be considered for this position, External applicants must submit résumé and the Delaware Department of Justice application (please see link):

<http://attorneygeneral.delaware.gov/executive/hr/job-application/>

OR External applicants can e-mail a résumé and the Delaware Department of Justice application to DOJHR@delaware.gov OR Fax to: 302-577-5866. EOE.